

JOB ANNOUNCEMENT
Edgecombe County Government
Tax Administrator
Posted Internal, ESC, County Website

The Edgecombe County Administration is seeking a qualified applicant for Tax Administrator. The position performs managerial and administrative work planning, directing and managing four functional units for appraising, listing, collecting and mapping of property for tax collection purposes and fills the statutory positions of the County Tax Assessor and Tax Collector. Supervise, manage and maintain the Edgecombe County License Plate Agency in accordance with state laws.

Knowledge, Skills and Ability:

Must have thorough knowledge of the North Carolina Machinery Act and related laws and County tax policies and procedures governing the administration of taxes on real and personal property and of the listing, billing and collection of taxes. Thorough knowledge of accepted practices in assessing real and personal property for farm, residential, commercial and industrial properties. Considerable knowledge of the organization and functions of County government. Ability to plan and manage the tax functions and a staff of employees and to establish priorities to meet guidelines and deadlines set by the state. Ability to evaluate and praise a wide variety of real and personal property. Ability to communicate effectively in oral, written form and to deal tactfully and courteously with the public. Ability to interpret and explain laws, policies, and procedures relating to listings and assessing property and collection of taxes. Ability to establish and maintain effective working relationships with State and County officials, managers, other departments, employees, attorneys, auditors and the general public.

Education and Experience:

Bachelor's degree with a major in business, economics, public administration, or related field and considerable experience in property appraisal and billing and collections operations, including two years of supervisory experience; or an equivalent combination of education and experience.

Salary Range: \$47,916

Closing Date: Until position is filled

Interested candidates must complete and submit an Edgecombe County Application Form. The application may be obtained online at www.edgecombecountync.gov/ or applications available at the County Manager's Office, 201 St. Andrews Street, Tarboro, NC 27886. Send application to: Edgecombe County Manager, Attention: Clancie Pullen, Human Resources Director, P. O. Box 10, Tarboro, NC 27886.

Edgecombe County Government is an Equal Opportunity/Affirmative Action Entity and complies with the requirements of the Americans with Disabilities Act. Drug, E-Verify & Criminal background screenings required.